

**Drug Free Workplace Affidavit Attachment Assistance for Affidavit Item 2(a)**  
**“A copy of the licensee’s Drug-Free Workplace Policy”**

*To assist with the prompt review of requests for certification as a Drug Free Workplace in accordance with 805 KAR Chapter 11 and KRS 351.186 the following information must be provided in the attachment to affidavit item 2(a)*

Please attach the complete drug-free workplace policy as administered by the licensee applying for the certification. A drug-free workplace (DFW) policy should, a minimum, include descriptions of the following:

- 1. Personnel covered by the DFW policy (i.e., executive management, supervisors, contact employees, full time employees, part time employees, employees with OMSL certifications, etc.)**  
*For OMSL DFW certification, the minimum requirement is all certified individuals; including contract laborers, and supervisory staff must be included. The policy must also include a requirement that all independent contracts providing certified personnel pursuant to KRS 351.102 comply with the licensee’s Drug Free Workplace program.*
- 2. When the DFW policy applies (i.e., on licensee’s property, during work hours, on-call etc.)**
- 3. Policy should specifically list prohibited behavior.**  
*For OMSL DFW certification, a minimum statement that the unlawful manufacture, distribution, dispensation, possession or use of alcohol or a controlled or illicit substance is prohibited on the licensed premises, must be included in the policy and in the policy statement distributed to all employees.*
- 4. If the policy includes searches; what may be searched (i.e., clothing, lockers, wallets, lunchboxes, vehicles, equipment, etc.)**
- 5. A description of the actions that will be taken against those violating the licensee’s DFW policy; include how refusal to test or adulterated tests will be addressed.**